

STATE OF CALIFORNIA
Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: October 8, 2012

Bulletin # 819

This Career Opportunity Bulletin may also be viewed on our website at

www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation
P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: October 19, 2012

California Relay Service

TDD 1-800-735-2929

Jobs Phone Line

1-916-653-6995

California State Parks is an equal opportunity employer. It is the Department's policy to ensure that all personnel actions will be conducted in a nondiscriminatory manner. All personnel procedures will be conducted in full compliance with all Federal and State employment requirements. The Department will ensure maintenance of a personnel system which provides equal employment opportunity in hiring, training and promotion – under all terms and conditions of employment – for all purposes, at all levels of the Department's workforce – regardless of age, sex, race, color, creed, religion, political affiliation, natural origin, genetic characteristics, ancestry, disability, medical condition, marital status, veterans status, and sexual orientation. For information concerning the complaint process, contact an EEO Counselor or the Human Rights Office.

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If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

- **ADMINISTRATIVE ASSISTANT II – DIRECTOR’S OFFICE/HEADQUARTERS/
SACRAMENTO**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314.

Only the most qualified candidates will be selected for an interview. All appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (California Statewide Law Enforcement Association – CSLEA)

Positions for voluntary geographic transfers will be filled in accordance with Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-010-5358-001

ADMINISTRATIVE ASSISTANT II (\$4400 - \$5348) – DIRECTOR’S OFFICE/ HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Director’s Office at Headquarters in Sacramento. This position will work under the direction of the Director. This position will perform varied work such as administrative support, research, briefing the director on a daily basis, outline commitments, deadlines, meetings and appointments. The incumbent analyzes situations accurately and takes effective action; establishes and maintains cooperative relations with those contacted in the course of the work; communicates effectively; keeps necessary records and prepares reports; analyzes facts and draws conclusions. This position requires knowledge of Park Operations, Personnel, Public Information, and Management functions and responsibilities.

State housing is not available. The position requires a statement of qualifications (SOQ) to be submitted with your application. Please provide a response to the following three questions for the SOQ:

1. What does a typical day look like for an Administrative Assistant II supporting both a Department Director and Chief Deputy Director?
2. How do you assure your boss is prepared in advance for meetings and other events?
3. The executive office has a number of conflicting priorities on any given day. These priorities must be constantly juggled and shifted throughout the day, requiring a great deal of organizational skills. Please give us an example of your ability to deal with frequently changing priorities.

Candidates who fail to complete the SOQ will not be considered for this position. For further information regarding this position, please contact Debbie Endsley at (916) 653-8380.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.

Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation

Personnel Office

ATTENTION: EXAM UNIT

P.O. Box 942896

Sacramento, CA 94296-0001

CLASS

FINAL FILING DATE

EXAM BASE

Classification: ACCOUNTANT TRAINEE

Recruitment number: 097500-00104179-9PB31

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

Classification: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Recruitment number: 097500-00105393-9PB04

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

Classification: ENVIRONMENTAL SCIENTIST

Recruitment number: 097500-00100762-9PB01

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

Classification: STAFF SERVICES MANAGER I

Recruitment number: 097500-00104800-9PB19

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

Classification: STAFF SERVICES MANAGER II

Recruitment number: 097500-00104800-93914M

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov